



STATE AND LOCAL ASSISTANCE (SLA) PROGRAM EMAP PERFORMANCE REPORT 2006

JURISDICTION	PERFORMANCE PERIOD FFY 2006 - 10/01/05 - 09/30/06
AGENCY NAME DIRECTOR/COORDINATOR MAILING ADDRESS	REPORT TYPE Mid-year - October 1, 2005 - March 31, 2006 (due to KDEM April 15, 2006) End-year - April 1, 2006 - September 30, 2006 KDEM Form 15 (due to KDEM October 15, 2006)
CITY ZIP OFFICE PHONE EMERGENCY CONTACT Name: Phone #:	For KDEM Use Only FY 05 EMPG Jurisdiction FY 06 EMPG Jurisdiction “High-risk Grantee”

PURPOSE

This report was designed to be an interactive and ongoing communication process between the Kansas Emergency Management and local Emergency Management agencies. It will be used, as a tool to review the effectiveness of state and local emergency management capabilities and ensure performance is consistent with the integrated approach to emergency management.

The original report shall be forwarded to the Kansas Emergency Management. Each jurisdiction should retain a copy of the form.

INSTRUCTIONS

Complete information on page one.

Check box for appropriate Report Type. Check appropriate reporting period for mid-year or end-year report.

The objectives outlined focus on vital programs, projects and processes that require special attention during the performance review period, October 1, 2005 through September 30, 2006, such as planning, training, exercising, reporting requirements, etc.

In accordance with K.A.R. 56-2 and the Kansas Planning Standards (KPS), completion of certain objectives is mandatory. These objectives have been entered into the report. Objective categories have been created. Check boxes have been provided to ensure documentation, deadlines, and processes are complete.

Space has been provided for Progress Notes. When reporting on objectives, indicate anticipated delays, if technical assistance is needed, if the project is on target, etc.

Along with mandatory objectives, jurisdictions are encouraged to identify and report on specific objectives. Use as many sheets as needed to identify these objectives. Quality rather than quantity is desired.

Objectives should be clearly written and measurable. While objectives should be significant and challenging, they should also be realistic.

Objectives added by local jurisdictions may be revised or updated as necessary during the performance period. Mandatory objectives, as set forth by KDEM may not. All requests for amendments to this agreement must be made in writing. The jurisdiction will be notified in writing by KDEM of its decision.

ADMINISTRATIVE OBJECTIVES

Is the coordinator position appointed by the Board of County Commission? (Please review at www.accesskansas.org/kdem>select the contact us tab to verify the information).

_____ YES _____ NO

Does the Emergency Management Coordinator/Director work a minimum of 20 hours per week on Emergency Management duties?

_____ YES _____ NO

Does the coordinator have at least a high school diploma, or equivalent?

_____ YES _____ NO

Does the coordinator have Certification of Emergency Manager (e.g. Kansas Certified Emergency Manager - Administered by Kansas Emergency Management Association?) or CEM Administered by International Association of Emergency Managers IAEM.

_____ YES _____ NO

Alternate coordinator designated:

Name: _____

Is the coordinators job description been submitted to KDEM for FY2006 (Oct 1, 2005 – September 30, 2006.) (If the coordinators job description has not changed since Oct 1, 2005 you do not need to submit a job description to KDEM, however if KDEM does not have a copy on file your county will not receive SLA reimbursement).

_____ YES _____ NO

Communication system provided for 24 hour contact with Emergency Management staff?

Radio _____

Pager _____

Cellular Phone _____

Other _____

Does your county provide transportation for coordinator/director?

_____ YES _____ NO

Does your county statutorily require participation on LEPC?

_____ YES _____ NO

Has your county adopted resolution, which complies with Kansas Administrative Regulation (K.A.R. 56-2)?

_____ YES _____ NO

Has your county submitted this resolution to KDEM?
____YES ____NO

Is there an adequate Emergency Operations Facility?
____YES ____NO

Location:

Are warning procedures and systems in place to ensure timely notification to public of natural/technological incidents?
____YES ____NO

Is a pro-active public education program on emergency management being offered?
____YES ____NO

RADIOLOGICAL MONITORING PROGRAM

In accordance with 29 CFR 1910.1208

Does your county maintain trained staff to detect radioactivity due to peacetime incidents, in accordance with approved LEOP?
____YES ____NO

Does your county maintain proper certification on radiological response personnel, in accordance with approved LEOP?
____YES ____NO

PLANNING

Has your county reviewed your Local Emergency Operations Plan for National Information Management System (NIMS) compliance?
____YES ____NO

Has your county exercised the SARA Plan?
____YES ____NO

Update due to KDEM July 15, 2006. (if you have questions about the SARA Title III plan contact Frank Moussa).

NIMS REQUIREMENTS

Has your county incorporated NIMS into all existing operations, training and exercise programs and has your county adopted a Mutual Aid Resolution that complies with (KSA 12-16, 117)?
____YES ____NO

Has your county incorporated NIMS into emergency response plans?
_____YES _____NO

Has your county established intrastate mutual aid agreements and compacts?
_____YES _____NO

Do you institutionalize the use of the Incident Command System (ICS)?
_____YES _____NO

Does your county participate in exercises which test proposed or established jurisdictional emergency plans and NIMS capabilities?
_____YES _____NO

Does your county have some type of system that determines which NIMS requirements is being met?
_____YES _____NO

TRAINING

Has the coordinator completed Professional Development Series (PDS)?
_____Yes _____No

Does your county maintain as in records or provide training opportunities as in workshops or classes in the following:
_____ Emergency management personnel
_____ Response personnel
_____ Public officials

Does the above training include Incident Management System?
_____Yes _____No

EXERCISE

The new Federal/State exercise reporting guidance is currently under development. Until further notice:

- Exercises conducted under Office of Domestic Preparedness guidance and funding sources, exercise reporting processes must follow the Homeland Security Exercise Evaluation Program guidance – Volume II,/Appendix D.
www.ojp.usdoj.gov/odp.exercises.htm
- All other exercises conducted to meet EMPG requirements are to be completed and submitted to the state homeland security program administrator using exercise report form (FEMA 95-44)

Has your county designed, conducted and evaluated a hazardous materials exercise as either a primary or secondary scenario?
_____Yes _____No

Does your LEPC have involvement in development of HazMat exercises?

_____Yes _____No

Has your county completed an annual exercise in which test proposed or established jurisdictional emergency plans and NIMS capabilities?

_____Yes _____No

Does your county incorporate a clearly defined evaluation methodology for exercises / actual occurrences to include the development of an improvement plan?

_____Yes _____No

Have you completed and submitted the exercise report to the state homeland security program manager due to KDEM October 15, 2006?

_____YES _____NO

Do you maintain a three-year exercise schedule?

_____Yes _____No

_____ Submitted to KDEM

Crisis Communications

In a crisis, has your county implemented how the information will be shared to the public before, during and post disaster?

_____Yes _____No

Is your county prepared to respond to requests from the public before, during and post disaster?

_____Yes _____No

Does your county have pre-scripted protective action measures and emergency information related to priority hazards in your communities?

_____Yes _____No

For auditing purposes all records pertaining to all grants should be retained. The accounting and record retention are derived from OMB Circular A-87, OMB A-128, A-133, and 49 CFR Part 18.42. The retention period for this grant starts from the date of the submission of the final financial status report (KDEM15).